

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 27 February 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number Nine, Week of 19 - 25 February 1957

25X1

1. Numbers in Clerical Induction Training. During the week of 19 February there were [] people in Clerical Induction Training.

25X1

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were [] people for the week of 19 February.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 19 February were as follows:

25X1

	Tested	Qualified
Shorthand	[]	
Typewriting		

25X1

4. Instructor Accepted into Career Service. [] Instructor, Clerical Refresher, was accepted into the Career Service on 13 February 1957.

25X1

5. Special Typewriting for Communications Office. Mrs. [] Instructor, Clerical Orientation, is in charge of a special training project conducted by Clerical Training for the Office of Communications. On 18 February 1957 she began a four weeks' one-hour-a-day typewriting training course for [] commo technicians.

25X1

25X1

6. OTR Secretarial Workshop. [] Chief, Clerical Orientation, is in charge of the Secretaries Workshop being conducted for the girls in the Office of Training. Three 3-hour meetings will be held on 25 and 27 February and 1 March afternoons. Mr. Baird is greeting each group. The program consists of two parts; the first is a review of the current organization of the Office of Training. A 5-minute explanatory resume of the mission, function, and personnel of each of the 9 parts of OTR is given by the respective administrative assistant. In the

25X1

CONFIDENTIAL

2.

second part of the program, [] with the assistance of [] gives a comprehensive review of correspondence procedures as they are to be followed within the Office of Training. As a final note of interest, [] who was formerly secretary to Mr. Dulles and is now in IS/TR, gives a short discussion of clerical practices within the DCI's office.

25X1

25X1

25X1



25X1

OTR/CT:MAH:jdm (27 February 1957)

CONFIDENTIAL